

Oriel High School: Trips & Visits Policy

Date Reviewed: September 2025

Date Ratified: 24.09.25

Review Date: September 2026

Aim

Oriel High School provides many opportunities for its students to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. Encouraging learning outside the classroom enables students to apply their learning in different and real contexts and to broaden their horizons and aspirations for their future lives. Our approach to Learning Outside the Classroom (LOT) fits comfortably with our mission that all members of our school community should be **'Empowered to Achieve, Inspired to Excel'**.

The Governors and staff at Oriel High School recognise the value of Educational Visits in extending learning opportunities. The aim of this policy, developed in conjunction with WSCC is to minimise risk involved, protect staff and ensure that student safety and well-being is paramount.

The school reserves the right to withdraw any student from an educational visit if the student repeatedly displays poor standards of behaviour in school, and it is considered that this behaviour would pose a serious health and safety risk

Purpose

To fulfil the obligation regarding risk assessment and thorough planning with attention to detail to maximise the enjoyment, educational experience and safety of all involved.

The Educational Visits Co-ordinator, is the School Business Manager, Ryan Sallows. Training for trip leaders will be arranged via the EVC to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency

Educational Visits (plus Form OHS1 and Risk Assessment)

- This relates to ALL visits.

This document outlines the specific policies and procedures for Oriel High School. It supplements and follows the advice and guidance contained within the following significant publications:

The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

Procedure :

Roles and Responsibilities

The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are **residential, abroad, or hazardous** need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

The Headteacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the Internal Permission/Cover Arrangements/Checklist form.

The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities at Oriel High School is the Business Manager who will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Vetting & Barring Scheme/Criminal Records Bureau disclosures are in place where necessary
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near misses”
- Review and regularly monitor procedures
- Liaise with the WSCC Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

Prior to arranging any trip or visit the **Trip Leader** must discuss with their Line Manager the purpose and nature of the visit. If your Line Manager agrees with the trip going ahead, the Trip Leader should then inform the Educational Visits Co-ordinator (EVC) that the trip is being planned and be briefed on the procedures entailed (via Form OHS 1). There may be occurrences when the Educational Visits Co-ordinator (EVC) needs to have further information before permission for the trip to proceed is granted.

1. Protocol for obtaining Outline Approval for Off-site Visits (OHS 1)

NB: ***No trip or visit should proceed until permission has been granted by the EVC, do not, under any circumstances, enter into any contracts – financial or otherwise – until this has been obtained.***

In organising any visit please ensure that Form OHS 1 is completed in the first instance and is given to the Business Manager in their capacity as EVC. They have the responsibility for the co-ordination of the arrangements and paperwork regarding the trip. When this form is signed the process of organising the trip further can begin. **All completed documentation should be with the EVC at least 14 days in advance**, enabling the necessary insurance to be taken out. This form must also be completed for all school sports fixtures. No activity may take place unless these forms have been completed.

A trip pack will be prepared by Barbara Bridgland (Trips & Visits administrator) prior to the trip departing. This information should be with you at all times during the trip and returned to Barbara Bridgland at the end of the trip.

No child may participate in any visit unless the school have the following two pieces of information:-

1. Parent's Consent Form
2. Medical Form

Oriel High School collects a generic Medical consent form for all students in years 7-13 at the start of the academic year. These are held on file. Educational visits that are deemed to be 'adventurous' or 'hazardous' by the EVC will require parents/carers to submit a specific consent form and medical form for that activity.

Mobile Telephones

These are to be taken on all school visits, enabling instant access as required in the case of an emergency, or the need to contact the school. One must be carried by the party leader and, in addition, the leader of each vehicle must also carry a phone.

Guidance Notes

It is essential that all of the following are completed.

In advance of the visit – at least three days in advance of departure – the Trip Leader must ensure that:-

1. Risk Assessments are completed.
2. All parent consent forms are held by the Trips & Visits administrator.
3. Check that insurance cover has been arranged.
4. Organise Group Leaders (parents, other adults, etc).
5. Brief Group Leaders – either in writing or at a meeting.
6. Nominate person(s) in charge of First Aid (they must carry the portable First Aid Kit with them at all times).
7. Nominate Travelling Contact Person – in case of emergency this person will contact the school. This ***MUST NOT*** be the person in charge of the visit.
8. Nominate School Contact Person – this person must be prepared to be in contact until the party returns.
9. Group Lists for the office. No group to exceed 12 students without the advance permission of the Headteacher.

The Trip Leader:

1. The Trips & Visits administrator will identify with the Trip Leader any necessary packed lunches for students entitled to Free School Meals, and inform the Restaurant of the visit and arrange packed lunches
2. The Trip Leader will ensure complete Group Lists, including medical and emergency contact information, and retain a completed set and the originals to the Trips & Visits administrator.
3. The Trip Leader should also refer to more detailed information attached in APPENDIX A

On The Day Of the Visit The Trip Leader must :

1. Register, then amend, the Group Leaders' lists as necessary. Inform the EVC of any changes.
2. Ensure that the Travelling Contact and School Contact Person has an up-to-date list of all students, including their telephone numbers.
3. Issue First Aid Kit to nominated person and other adults as required.
4. Ensure that the Travelling Contact Person has a mobile phone or a bag with appropriate coins and/or a phone card. If a school mobile phone this must be returned to the Business Manager on return.

Rules On the Coach :

As stated by the driver, plus:-

1. All students to remain seated with seatbelts securely fastened. No kneeling on their seats.
2. No clipboards or other potentially sharp objects to be placed on the parcel shelf.
3. A member of **staff must** sit at the rear of the coach, preferably the centre rear seat and also at any emergency exits.
4. No student should be seated in the fold-down seat by the entrance door.

Mini-Bus

- The minibus is registered for 17 persons. This includes the driver. On no account is this number to be exceeded as this will invalidate the insurance.
- There are seat belts for each seat. Seat belts must be worn..
- Where possible do not allow the children to sit in the front. If necessary, then ensure that they are sensible and mature, and must not distract you from driving.

- Only use the rear doors for getting in and out in an emergency. Ensure that the children enter from the side. This gives greater control over the children and helps to safeguard them from other vehicles.
- Any person wishing to drive the minibus must have completed the West Sussex minibus driving course. Arrange, if necessary, with the Business Manager for the required training. Drivers **must also hold a D1 entitlement** on the current driving licence. If you do not have this please speak to the Business Manager.
- A First Aid Kit, Fire Extinguisher, Road Safety Triangle, Spare Bulb Kit is supplied within the minibus.
- A Mini-Bus vehicle checklist must also be completed after each use and returned to the school Receptionist at the front desk. This helps the school to ensure that the mini-bus is fully roadworthy and compliant.

NOTE: to drive the school minibus users must be authorised. Authorisation is obtained by:

1. **Registration with WSCC.**
2. **Training within the WSCC Scheme.**
3. **Hold D1 vehicle entitlement on their current Driving Licence.**

Related Policies:

Child Protection & Safeguarding Policy
 Child Protection Procedural Policy
 First Aid
 Physical Management of Students
 Health & Safety
 Photography & Video Recording
 Driver Policy

EDUCATIONAL VISITS – OHS 1

This form must be completed and approval sought for any trips prior to any booking being made.

Member of Staff proposing to lead trip:

Other staff accompanying trip:

Number of Students attending: _____

Year group(s) Y7, Y8, Y9, Y10, Y11, Y12, Y13 (circle all that apply)

Emergency Contact Numbers during trip: Mobile 1 :
Mobile 2 :
Mobile 3 :

Trip Details

Name of Tour Operator/Venue:
Address:

Telephone: e-mail: Contact:

Reason for Visit:
(i.e. language course)

What are the objectives and are they appropriate to the age of the students?

Do you consider the trip/visit to include 'adventurous' or hazardous' activities. e.g. PGL, water sports, snow sports. YES / NO

If yes you will need Governor approval. Use OHS 2 Form in APPENDIX B.

Suggested date:
(I confirm I have checked the
school calendar and tour operator availability)

Alternative date:

Time of visit:	Expected duration of visit:				
<p>Please outline specific details of the trip: (please include number of students you propose to take, whether a pre-visit will take place (if not why not?), and if not the expertise that will be available to the party – use a separate sheet if necessary, please include the names and role of staff you propose to take i.e. first aider– the EVC will be happy to offer guidance about staff : student ratios)</p>					
<p>Please give a detailed overall costing of trip: To include tour operator charges, any additional excursion charges, hire of transport, entrance fees, insurance etc)</p>					
<p>Please give a per student cost and proposed payment plan: (giving initial non-refundable deposit amount and subsequent payments/timeline)</p>					
<p>Any other information that you feel may be relevant to approval being given:</p>					
<p>Finally, please take a moment to reflect.</p> <table border="0"> <tr> <td>Have you explored “best value”</td> <td>YES / NO</td> </tr> <tr> <td>Have Learning Objectives/Outcomes been considered</td> <td>YES / NO</td> </tr> </table>		Have you explored “best value”	YES / NO	Have Learning Objectives/Outcomes been considered	YES / NO
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Have Learning Objectives/Outcomes been considered	YES / NO				

Risk Assessment Completed: YES / NO	
Outline approval agreed: YES / NO	
EVC Signature:	

RISK ASSESSMENT FORM 1

What are the sources of potential harm?	The Risks	How can the risks be reduced?
<u>The Journey</u>	<p>Who is at risk?</p> <p>What needs to be controlled?</p> <p>What consequences might arise?</p>	<p>■</p> <p>■</p> <p>■</p>
<u>The Venue</u>	<p>Who is at risk?</p> <p>What needs to be controlled?</p> <p>What consequences might arise?</p>	<p>■</p> <p>■</p> <p>■</p>
<u>The Activities</u>	<p>Who is at risk?</p> <p>What needs to be controlled?</p> <p>What consequences might arise?</p>	<p>■</p> <p>■</p> <p>■</p>

RISK ASSESSMENT FORM 2

1. Have the following been completed?

Knowledge

- Do all leaders have detailed written instructions regarding the activities? YES/NO
- Have all parties concerned been informed about the hazards, both verbally and in writing? YES/NO
- Have clear rules been established for all parties? YES/NO

Skills

- Has any necessary training been met? YES/NO

Supervision

- Are qualifications required? YES/NO
- Are the qualifications requirements met? YES/NO

Attitudes

- Is there a general need for a re-emphasis of the adoption of appropriate attitudes to the activity or tasks involved and, if so, has this been completed? YES/NO

5. What specific personal equipment is required?

6. Having controlled the risks to your satisfaction, is it appropriate to proceed with the activity? YES/NO

Name: _____ Trip Leader
Block Capitals

Signed: _____ Trip Leader

Date: _____

Appendix A

TRIP LEADER - Guidance

Initial planning

Have you read and understood the school's and the LEA's policy on school trip procedure?

Cover yourself by following the procedures laid down by the Governors and the LEA for the organisation of school trips. If unsure check with the Business Manager.

Are you aware of your legal and moral responsibility as party leader?

Make sure you know what your obligations are when in loco parentis. They are held to the same standard of care as would apply to a "reasonable parent" and their response to any given incident must be within a "range of reasonable responses" that would be applied by a parent. Responsibility exists for 24 hours a day and is not lessened because the duty is undertaken voluntarily. Teachers may pass on a higher duty of care for activities requiring specialist knowledge; however, they cannot relinquish their responsibility in loco parentis to anyone else

Have you visited the resort before?

If not, ask about inspection visits, or contact someone who has been to the location.

Is the company ABTA or AITO bonded?

This will provide financial protection if the company collapses.

Are there any likely Health & Safety related to activities or accommodation?

As part of your risk assessment you need to be aware of these and take appropriate action, including informing parents.

What does the cost of the trip include and exclude?

For example, ski trip prices often only cover the cost two-hour morning lessons, afternoon lessons are extra

Is the trip suitable for all students?

Take account of age, gender and special needs issues.

Which staff will be accompanying you?

Make sure there is an appropriate balance in terms of gender, experience etc. Is there someone with a first-aid certificate?

What are the insurance arrangements, and are they sufficient?

Check this out bearing in mind the activities to be undertaken.

What is the payment schedule?

Provide a savings card and keep a computerised record of payments in and out. The Trips & Visits administrator can assist with payment records using Parentmail's +Pay

How many students do you need to make the trip viable?

Do not send off deposits until you have a viable number!

Are there any passport/visa implications?

In a multi-cultural school there may be students whose nationality status may affect their ability to travel abroad.

Implementing the plans: write to parents including the following information:

- Details of staff accompanying the trip
- Payment schedule and amounts, including a clear indication that deposits are non-returnable
- Details of what is, and what is not, covered by the cost

- Advice on appropriate clothing and pocket money
- Details of the viable number needed for the trip
- The itinerary including departure and arrival details
- Accommodation details
- A clear identification of possible risks
- A clear statement concerning discipline and appropriate sanctions
- Details of travel arrangements, including any en route accommodation.
- Date of a parents' information evening
- Emergency contact name and number at school and in the resort
- A form of consent requesting special medical and diet information and permission to take appropriate emergency measures, plus home contact numbers.
- Request for Nationality and Passport details
- Request for E111 if travelling to a EU country

Set up a parents' information evening

This should be nearer to the time of departure

Have regular team meetings and ensure all staff are consulted about arrangements

Team work and leadership are vital ingredients to a successful trip

Regularly update your risk assessment relating to individual students' needs

Meet with relevant staff and parents if you are concerned about an individual student's needs. For example, an additional member of staff might be needed to assist with a student who is disabled or has particular behavioural difficulties

During the trip

- Regularly do a headcount of students, particularly when getting on and off transport.
- Always get another member of staff to double check.
- Ensure reasonable supervision at all times. Allocate groups of students to individual staff members; this helps rapid communication of information.
- Ensure students understand and apply travel safety requirements, e.g. using seat belts on coaches and minibuses.
- Create positive relationships with coach drivers, hotel managers, tour reps and, above all, teachers from other schools! You need them on your side.
- Always keep students informed of reasons for delays or sudden changes of plan. This will keep most students quiet for a period of time!
- On arrival at the accommodation update your risk assessment. Insist on a fire practice if one is not organised. Check exits and entries to rooms.
- Take care when allocating students to rooms. There needs to be a balance between students' preferences and the need to ensure good order and safety.
- Take similar care in allocating staff members.
- Advise students take care of their belongings and offer to lock valuables in staff rooms or in the hotel safe.
- Make sure rooms are checked for pre-existing damage and report it to the accommodation manager.
- Arrange a meeting with students to reinforce the code of conduct, identify out of bounds areas, map out the programme for the week and agree on bedtimes.
- This type of meeting should be a daily event.
- Let the tour reps or hotel managers know of any concerns you may have, particularly if you think they compromise student safety.
- Do not change the planned programme, or accept enforced changes, without good reason.
- Consider the insurance implications of any change and your liability as Party Leader.

- Before setting off for home from abroad ensure students are aware of Customs and Excise regulations and the penalties that underpin them.
- On the way home ensure that, in the last stages of the journey, students can contact home to give the expected time of arrival.
- On arrival, staff must stay with students until they are collected.
- Contact the parents if they are late.
- If you are unsure how to deal with a problem on the trip, consult your team and don't be too proud to contact school for advice. A school should ideally provide a mobile phone so you can make contact in the event of an emergency.

As party leader, you have the ultimate responsibility in loco parentis.

Appendix B

OHS 2 FORM

Residential Trip Approval Form for Governors To: Chair, Teaching & Learning Committee	
Trip Name:	
Destination:	
Proposed Date:	
Cost per Student:	£
No of nights away:	
Year Groups:	
No of Students:	
Staff Involved:	
Educational Rationale:	
Outline Programme:	
Authorisation Signature of EVC at School	
Authorisation Signature of Chair of Teaching & Learning Committee	
Date Minuted at Teaching & Learning Meeting	